LMC Monday Collaboration meeting minutes

2/27/12

1. End of the year- We decided to request the dates of: May 11th last check out, all books due May 18th. This leaves 6 days for inventory and closing the LMC. The exception would be at BH. Black Hawk’s dates will be pushed up one week due to having to box and move everything for the renovation. These dates will be May 4th last check out and May 11th for all books due.
2. We would love to have Sue in each of the buildings to help with inventory and boxing at BH. Last year all the buildings had Sue come in for 2 days each. Winn, Hall, and Reskin are all willing to go down to 1 day so Sue can spend a week at BH.

Schedule for Sue- May 17th, 18th, and 21st at BH to help with packing

May 22 Hall-Tues

May 23 Reskin- Wednesday

May 24 Winn.- Thursday

May 25 BH- Friday

1. Reskin and BH will adjust schedule so that Ryan will be at BH on May 21st.
2. We should check to see if we have any students that have overdue books that have moved on to MMS. They should be removed because we cannot do anything else about it.
3. Some other important dates:

\*March 16 - all final purchase orders need to be in, unless it is through School Specialty check on that date.

\*Student Survey- April 30th-May 8th

\*NWEA testing- May 7th – 11

5. Vicki was going to check for a possible Northern AV alternative for cleanings. School specialty is good for purchasing laminating supplies.

6. Video borrowing between school- this is ok- we just need to watch overlap in curriculum between buildings

7. Registration documents- Change wording for next years to “while they are in the district” instead of while they are in the building.

8. Book repair for IRLA- yep we do it and its ok.

9. Judy will send an email as a follow up on media cart needs and end of year dates.